

Indiana Federal Community Defenders, Inc.

111 Monument Circle, Suite 752
Indianapolis, Indiana 46204

Indiana Federal Community Defenders (IFCD) is now accepting applications for a **Legal Assistant**. IFCD provides representation to indigent defendants unable to afford counsel in the U.S. District Court for the Southern District of Indiana.

The **Legal Assistant** will provide legal secretarial, clerical support for one or more Assistant Federal Defenders. Responsibilities include, but are not limited to, receiving and screening telephone calls; transcribing dictation; typing and electronic filing of legal pleadings and correspondence; receiving and routing incoming mail and deliveries; maintaining attorney calendars and case files; photocopying; case preparation and file management; imaging and OCRing of paper documents.

Applicant must be a high school graduate or equivalent, with a minimum of three years legal secretarial experience in a law office. Candidate should possess knowledge of legal terminology, familiarity with court procedures and document formats (preferably federal); excellent writing and oral communication skills; proficiency in WordPerfect and Excel, strong computer automation skills; ability to type 70 wpm, ability to multi-task and work well under pressure in a team environment.

Salary: Commensurate with experience and qualifications.

Please submit your resume in Adobe Format only to: juval.scott@fd.org No phone calls please.

Resumes received by May 11, 2012 will receive priority consideration.